

TAB

~~CIA INTERNAL USE ONLY~~

CONFIDENTIAL

8 June 1954

MEMORANDUM FOR: Assistant Director for Personnel  
FROM: Special Assistant for Career Service  
SUBJECT: Commendatory Letters to be Signed by the Director

25X1A

1. Recently, at the request of [REDACTED] I prepared for the Director's signature a letter commending [REDACTED] for long and faithful service on the occasion of her retirement at age 65 from Government service.

25X1A

25X1A

2. [REDACTED] told me that the Director was delighted to sign such commendatory letters for all persons who are terminating their employment in CIA and retiring from Government service either for age or for disability. The Director feels that it is entirely proper and desirable for him to signalize that event by a personal letter even though the employee may have only had limited service with CIA. For example, an employee may retire with only two years' service in CIA, although his total Government service is much more extensive. The Director feels that in such a case he would be acting for the U. S. Government as a whole as well as for CIA.

3. Figures furnished by the Employee Services Division show that from 1 July 1953 through 31 May 1954 (eleven months) eleven staff employees and two staff agents were processed for retirement. This would indicate a rate of not more than two letters per month which is within the frequency range [REDACTED] said would be acceptable.

25X1A

25X1A

4. [REDACTED] pointed out that the Director does not propose to change the policy on awards for longevity which is already established by Regulation [REDACTED] In other words, he does not wish, as a general rule, to sign letters commemorating ten years' service in the field of intelligence, such as the 320 which were prepared for General Smith's signature on a one-shot basis in 1953.

25X1A

061622  
2011  
Sgme  
3 d(3)  
REASON

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S 0 2011  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR JQ-2  
DATE: 1 1981

CONFIDENTIAL

~~CIA INTERNAL USE ONLY~~

## CONFIDENTIAL

25X1A 5. Samples of letters signed by General Smith and Mr. Dulles can be found in the ten-year letter file. While an over-all form-letter type can be used, it is believed desirable, based on the experience in the [REDACTED] case, to have a sentence or short paragraph personalized so that it relates specifically to the individual concerned.

6. It is recommended that standard procedure be adopted so that the Employee Services Division, in coordination with the operating component involved, will prepare where appropriate a letter for the Director's signature in the case of each person who is retiring. The letter should be processed at least a month prior to the effective date of retirement and after signature transmitted to the head of the organizational component for appropriate presentation.

25X1A [REDACTED]

~~CIA INTERNAL USE ONLY~~

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 ExO/P	23	JUN 1954
2 DAD/P	82	JUN 23 1954
3 P.A.S. 29-218	for BARS	24 June 54
4 [REDACTED]		
5		

  

FROM	INITIALS	DATE
1 Chief, PAS	23	June
2		
3		

- |                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN    |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH  |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE      |

Remarks: The attached OPM has been coordinated with Chief, ESD.

OPM 20-615-2(SI)  
(39-21) 2 22 PM

OFFICE V22.1 DIRECTOR

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>c/p</i>		
2			
3			
4			
5			

  

FROM		INITIALS	DATE
1	<i>DC/PAS</i>	<i>[Signature]</i>	<i>11 June</i>
2			
3			

☐ APPROVAL      ☐ INFORMATION      ☐ SIGNATURE  
☐ ACTION      ☐ DIRECT REPLY      ☐ RETURN  
☐ COMMENT      ☐ PREPARATION OF REPLY      ☐ DISPATCH  
☐ CONCURRENCE      ☐ RECOMMENDATION      ☐ FILE

Remarks: *Here's the "official" request. Please  
work this out with ESD and prepare  
necessary OPM.*

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 AD/P	RGR	11 June
2 DAD/P	gc	11 June 54
3 [REDACTED]		
4 for preparation of instructions		
5		

  

FROM	INITIALS	DATE
1 Special Assistant for Career Service	VB	9 Jun 54
2		
3		

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks: I think this is probably a good idea & the DCI seems to be willing to sign. RGR